

e-Tender Ref.: STORE-100/6/2024-STPUR SEC/04



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
Bhubaneswar (Odisha)-751 019.**

Website: www.aiimsbhubaneswar.nic.in

E-Tendering Portal: <https://eprocure.gov.in/eprocure/app>;

E-Tender Ref. No.: STORE-100/6/2024-STPUR SEC/04

e-TENDER DOCUMENT

TENDER FOR SUPPLY OF

“HOSPITAL LINEN ITEMS (KHADI GOODS)”

**TO AIIMS, BHUBANESWAR ON RATE CONTRACT BASIS FOR
ONE YEAR EXTENDABLE FOR ONE MORE YEAR.**

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e-TENDER DOCUMENT

Name of the e-Tender: Tender for Supply of “Hospital Linen items (Khadi goods)” to AIIMS, Bhubaneswar on Rate Contract basis for one year extendable for one more year.

Notice Inviting e-Tender

e-Tender Ref.:_STORE-100/6/2024-STPUR SEC/04

Dated:24-04-2025

The Executive Director, AIIMS Bhubaneswar, invites E-Bids in Two Bid System (i.e. Technical/Documentary and Financial Bid) from eligible exclusive purchase from Khadi Village Industries commission and their registered units to quote through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) on mutually agreed terms and conditions and satisfactory performance for **Supply of Hospital Linen items (Khadi goods) as per Specifications” to AIIMS, Bhubaneswar on Rate Contract basis for one year extendable for one more year.** The quantity may be increased or decreased as per requirement of the Institution.

The Bidder is expected to examine all Instructions, Terms and Conditions, Forms, and Specifications in the bidding document. The bid should be complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in all respect will be at the Bidder’s risk and may result in rejection of the bid.

The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order on 04.06.2020 and 16.09.2020 of MoC&I (DIPP), Govt. of India and the condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy and promotion) subject to meeting of quality& Technical Specification.

Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

E-Tendering Portal:

<https://eprocure.gov.in/eprocure/app>

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002, 0120-4001 005, 0120-6277 787

Email for Support Technical: [support-eproc\(at\)nic\(dot\)in](mailto:support-eproc(at)nic(dot)in)

Email for Policy Related - [cphp-doe\(at\)nic\(dot\)in](mailto:cphp-doe(at)nic(dot)in)

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Section-I **TENDER SCHEDULE**

1.1 Schedule of Tender

e-Tender No.: STORE-100/6/2024-STPUR SEC/04

Date of availability of E-Tender document in the AIIMS BBSR E-Tendering Solution portal	As per Central Public Procurement Portal https://eprocure.gov.in/eprocure/app ,
Last Date of downloading/participating in the E-Tendering Solution for this E-Tender	As per Central Public Procurement Portal https://eprocure.gov.in/eprocure/app ,
Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope	As per Central Public Procurement Portal https://eprocure.gov.in/eprocure/app , in the Tender box kept in the Mini Board Room, Executive Directors Office, 1st Floor, Admin Building, AIIMS Bhubaneswar-
Date, Time & Place of Opening of Technical Bid	The Technical Bid will open online as per the schedule given in the https://eprocure.gov.in/eprocure/app , In case the Scheduled date is declared Holiday the tender shall be opened on next working day.
Tender Document Cost payable to AIIMS Bhubaneswar	NIL. To be downloaded from website hence no cost applicable.
E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process	As applicable and displayed on https://eprocure.gov.in/eprocure/app ,

Cost of Bid Document	:	Nil (can be downloaded from website)
Amount of Earnest Money Deposit (EMD)(in shape of FDR/BG)	:	Rs.3,30,000/- (Rupees Three Lakh Thirty Thousand only)
Validity of EMD	:	45(forty-five) days beyond the final bid validity period.
Validity of Bid	:	180 (One hundred and eighty) days from the last date of bid submission.
Performance Security	:	Minimum Rs.1,00,000/- (Rupees One Lakh only) OR an amount proportionately be decided (3% of estimated contract value) by AIIMS, BBSR.
Validity of Performance security	:	The performance security shall remain valid for a period of 14 months from the date of Agreement.

1.2 Important Dates

Issue/Publishing Date	:	Dt. 24-04-2025
Document download start date/Representation Start Date	:	Dt. 24-04-2025
Pre-Bid meeting	:	Dt. 30-04-2025 at 03.00 PM
Representation End Date	:	Dt. 07-05-2025 at 05.00 PM
Start date and time of submission.	:	Dt. 15-05-2025 at 10.00 AM
Closing date & Time of Submission.	:	Dt. 06-06-2025 at 05.00 PM
Date & time of online Technical Bid opening.	:	Dt. 11-06-2025 at 03.00 PM
Date & time of opening of Price Bid	:	Will be informed to the Technically qualified Bidders.

Section-II

INSTRUCTION TO BIDDERS

- 2.1** The Bidders must go through the complete Tender Document for details before submission of their Bids. The bid submitted by Bidder and all subsequent correspondence and documents relating to the bid exchanged between Bidder and the Procuring Entity shall be written in English or the Official Language. However, the language of any printed literature furnished by Bidder in connection with its bid may be written in any other language provided a translation accompanies the same in the bid language. For purposes of interpretation of the bid, translation in the language of the bid shall prevail. Instructions to Bidders shall form part of this bid document and consequent contract out of this bid.
- 2.2** The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Bhubaneswar will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 2.3** **Bid Validity:** The validity of the Bid/ Tender Document shall be for 180 days from the date of opening of the bid.
- 2.4** Tender should be quoted only by Khadi Village Industries commission or its registered Units.
- 2.5** The bidder must be a natural person, private entity, or public entity (State-owned enterprise or institution).
- 2.6** The bidder must not be a Joint Venture/ Consortium (an association of several persons, firms, or companies – hereinafter referred to as JV/C)
- 2.7** The bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.
- 2.8** The bidder must not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities.
- 2.9** The bidder must not be of the near relations of executives of Procuring Entity involved in this Tender Process.
- 2.10** Any bidder having a conflict of interest, which substantially affects fair competition, shall not be eligible to bid in this tender. Bids found to have a conflict of interest shall be rejected as nonresponsive.

- 2.11** Bidders are required to quote strictly as per specification of the Linen items. Deviation if any to specification, must be brought out clearly giving deviation statement in Annexure-IV.
- 2.12 Earnest Money Deposit (Bid Security): Rs. 3,30,000/-** (Rupees Three Lakh Thirty Thousand only). EMD-Bid Security in Original to be submitted in shape of FDR/BG only pledged in favour of AIIMS, Bhubaneswar. The Bid Security should be valid for a period of 45(forty-five) days beyond the final bid validity period.
- Exemption from EMD:** Following categories of Sellers shall however, be exempted from furnishing Bid Security:
- 2.13 Firms registered with NSIC** (for sale of Medical Equipment/Instrument/ Apparatus) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective departments/ firms have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption.
- 2.14 Micro and Small Enterprises (MSEs)** who are holding valid Udyam Registration and are manufacturer of the offered Product or Service (Primary Product / Service - in case of bunch bid with total value wise evaluation) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bidding process and validated by the Buyer. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
- 2.15 Start-ups** as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Start-up Recognition Certificate which is to be uploaded while bidding and claiming EMD exemption and to be validated by the Buyer. Bidder to ensure that turnover for any of the financial years has not exceeded beyond limits prescribed in the certificate / Start Up scheme of DPIIT

Section-III

TWO BID SYSTEM AND CONDITIONS

- 3.1 Technical Bid:** All required documents are to be submitted/ uploaded online.
- 3.2 Manual Submission of Following Document in original:**
The following documents are to be sent to Sr. Procurement-cum Store Officer (i/c), AIIMS, Bhubaneswar- 751019, separately in a sealed envelope superscripted as: ***“e-Tender for Supply of Hospital Linen-Khadi goods on Rate Contract basis at AIIMS, Bhubaneswar”***. The sealed envelope should reach on or before the last date & time of submission of e-Tender online.
- a.** EMD-Bid Security in original in shape of FDR/BG pledged/in favour of AIIMS, Bhubaneswar.
 - b.** Undertaking for acceptance of all Terms & Conditions as per Annexure- II.
 - c.** Notarised affidavit on Indian Non-judicial stamp paper of Rs.10/- as per Annexure-III
- 3.3 Financial Bid:** The Financial Bid to be submitted on line as per prescribed format in Section IX. The Financial Bid of bidders, who qualify in Technical Bid Evaluation, will be opened thereafter.
- 3.3.1** The Rates are to be quoted in the given format “Section-IX”.
 - 3.3.2** All quoted rates should be inclusive of freight, packing, forwarding & insurance & Labour charges and also percentage of GST etc.
 - 3.3.3** The rates should be quoted in Indian Rupees in figure as well as in words only.
 - 3.3.4** If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
 - 3.3.5** **L-1 will be decided on the lowest price including GST of product** for which the bidder is quoting. GST has to be mentioned clearly in percentage for the product.
 - 3.3.6** The price in the Financial Bid to be quoted strictly against unit of measurement. Prices quoted by Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.
 - 3.3.7** The Tender Evaluation Committee may also verify the veracity of claims in respect of known performance of the item(s) offered, experience and reputation of the bidder in the field, the financial solvency etc.

3.3.8 An offer submitted in vague/ambiguous financial terms and the like, shall be termed as non-responsive and shall summarily be rejected.

3.3.9 Withdrawal, Substitution and Modification of Tender:

No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and expiration of the period of validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD).

3.3.10 Public Procurement (Preference to Make in India/MSEs/Start-ups):

3.3.10.1 The Procurement of goods and services under this tender will be regulated as per the applicable provisions of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Government of India and revised orders issued on 04.06.2020 & 16.09.2020 and Notification No.-D-42011/4/2018-Genl. dtd.01/02/20219 from Ministry of Textiles.

- a) Procedure for calculating Local Content/domestic value addition may be referred in latest Notification by Ministry of Textiles. As per the Textile Ministry Notification as cited above, the Local Content shall be computed on the basis of the cost of the domestic components in goods as compared to the total cost of the product. Total cost of the product shall constitute the cost of production of goods, covering direct component(materials) cost, direct manpower cost; factory overhead cost and shall exclude profit, company overhead cost and taxes for the delivery of goods. Accordingly, percentage for domestic and value addition will be calculated as under

$$\text{Percentage of domestic value addition} = \frac{\text{Domestic Bill of material}}{\text{Total Bill of material}} \times 100$$

Wherein Dom-BOM is domestic Bill of material which is sum of the costs of all domestic inputs which go into the product (including duties and taxes levied on procurement of inputs except those for which credit/set-off can be taken) and which have not been imported directly or through a domestic trader or an intermediary.

Total Bill of material is the market price of the item (excluding net domestic indirect taxes) excluding post-production freight, insurance, advertisement and other handling costs minus profit after tax, minus warranty costs.

- b) The Bidder needs to upload Self-Certification from OEM that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made as per Annexure-VIII.
- c) Minimum Local Content for the item(s) must be 100%.

3.3.10.2 This tender will also be regulated under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time and Start-up Bidders under

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Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications. The condition of prior turnover and prior experience may be relaxed for start-ups (as defined by Department for Industrial Policy & Promotion) subject to meeting of quality & technical specifications. Therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.

3.3.11 Procurement outside GeM:

As per the Circular No. F.6/18/2019-PPD issued by Ministry of Finance, Dept. of Expenditure dated 23 Jan 20 and DO No.214/CEO-GeM/2020 dated 10.11.2020 regarding procurement of goods/ services outside GeM, bidders are required to submit documents in support of their registration with GeM i.e., Unique GeM Seller Id. with their bid. However, the bidder who is not registered with GeM at the time of submitting the tender needs to submit an undertaking on firm's letter head that GeM Seller Id. will be provided at the time of award of contract positively failing which their contract will be treated as null & void and will be dealt suitably.

An undertaking also to be given in company letter head that "We are a registered firm in GeM and the items will be boarded on GeM as and when the item or service gets listed on GeM".

3.3.12 Bid Opening:

The Technical Bid will be opened as per schedule mentioned in E-Tender Schedule. In case the scheduled date is declared Holiday, the tender shall be opened on next working day at same time.

3.3.13 Evaluation of Bid:

The bid will be evaluated as per the documents asked in this bid and contract will be awarded to the **bidder who has quoted lowest price for the item** subject to above mentioned conditions.

Award of Bid will be guided as per Purchase preference clause under Make in India as mentioned under para 3.3.10.2 above

3.3.14 Clarification of bidding documents/Pre-Bid Meeting:

All the prospective bidders are requested to attend the Pre-Bid Conference at Board Room, Academic Block, AIIMS Bhubaneswar on **30-04-2025 at 3.00 PM** to have a clear understanding on schedule of requirements, specifications and on terms & conditions of the tender. After due deliberation, changes if any may be incorporated in the tender document and will be uploaded on our official website as "Corrigendum". Therefore,

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bidders may submit their bid accordingly as per changes if any incorporated after PBC. No press advertisement will be made for corrigendum(s).

Those who are not able to attend the PBC may submit their queries/ doubts/ representation/ clarification by e-mail to below mentioned ids on that day which will be taken care of by the tender committee in consultation with the user department. All queries/ doubts/ representation/ clarification to be sent by e-mail to below mentioned e-mail IDs with the subject as "Representation on Tender for Supply of Hospital Linen (Khadi goods)-Tender Ref.: **E-Tender Ref.: STORE-100/6/2024-STPUR SEC/04**

spo@aiimsbhubaneswar.edu.in

so@aiimsbhubaneswar.edu.in

aso_anup@aiimsbhubaneswar.edu.in

All representations should reach on or before the last date of receipt of clarification.

3.3.15 Amendments in Bidding Documents:

- (i) At any time prior to the dead line for submission of Bid, the Tender Inviting Authority may, for any reason, modify the bid document by amendment and publish it Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>).
- (ii) At any time till 2 (two) days before the deadline for submission of bids, the AIIMS Bhubaneswar may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, BBSR shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, BBSR till 2 (two) days before the deadline for submission of bids, shall be binding on the participatory bidders

Section-IV

ELIGIBILITY CRITERIA

- 4.1** Bidder shall be exclusively Khadi Village Industries commission or its registered Units.
- 4.2** A self-attested and scanned copy of valid registration certificate of KVIC. This is subject to verification, if necessary. The Bidder must produce valid **Khadi Mark Registration Certificate**. Supply item should be as per Khadi Certification Norms and supply should be with Khadi Mark.
- 4.3** The Bidders should have **03 (Three) years' experience in supplying the item or similar item** as per tender specification to the State or Central Government Organization/Corporate Organization/PSU organization/UN agencies/Authorized agency of the State/Central Govt./PSU for the quoted item(s). If the bidder is a **Micro or Small Enterprise** as per latest definitions under MSME rules OR If the bidder is a **Start-**

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up, the bidder shall be exempted from the requirement of "Experience Criteria" subject to meeting of quality and technical specifications.

4.4 The Bidder should have minimum **Turn Over of Rs. 01 Crore (Rupees One Crore) or more in each year during the last (3) three financial years**. The proof of Turn-over is to be furnished by the Bidder in Annexure-IV certified by the Chartered Accountant and supported by audited Financial statement. If the bidder is a **Micro or Small Enterprise** as per latest definitions under MSME rules OR If the bidder is a **Start-up**, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria, subject to meeting of quality and technical specifications.

4.5 After evaluation of technical bids of all tendering firms, The Tender Evaluation Committee will call the Techno-documentary qualified bidders for sample submission on scheduled date. The sample submitted should have label in the following format printed with indelible ink.

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The detail procedure for sample submission will be notified to the eligible bidders. The bid of bidders, who fails to deposit/submit two samples on the scheduled date, shall not be opened and their Bid will be rejected straightway.

4.6 The criteria of selection of sample would be on the basis of quality, feel, finish, workmanship, pattern and colour shade and conforming as per our approved sample which can be seen by bidders at MS Office (Linen Room), Ground Floor, AIIMS, Bhubaneswar between 1400 Hrs. to 1700Hrs on any working day before the last date of submission of Tender. Prior appointment in this regard needs to be taken through Mail ID- laundry@aiimsbhubaneswar.edu.in with a copy to hosadm_mukunda@aiimsbhubaneswar.edu.in. The supply of the article/items should be strictly according to the samples/pattern/colour shade approved by this office.

Section-V

TECHNICAL SPECIFICATION

S.No.	Code No.	Item Description with Specification.	Unit of Measure ment
1	LN0501	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White bed sheet with two red stripes of width 12cm each at both length side. AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
2	LN0502	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White bed sheet with two black stripes of width 12cm each at both length side. AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
3	LN0503	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White bed sheet with two violet stripes of width 12cm each at both length side. AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
4	LN0504	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White bed sheet with two yellow stripes of width 12cm each at both length side. AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
5	LN0505	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White bed sheet with two green stripes of width 12cm each at both length side. AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
6	LN0506	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White Bed sheet with two blue Stripe of width 12cm each at both length side. AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
7	LN0507	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White Bed sheet with two pink stripes of width 12 cm each at both length side. AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
8	LN0508	Item-Bed Sheet with colour coding Specifications-Bed Sheet of 100% bleached stain resistant cotton material with Hospital name (AIIMS, BHUBANESWAR) in middle woven 246cm x 156cm white in colour with different colour coded stripes. Colour-White bed sheet with two Narrow red stripes of width 06 cm each at both length side. (for OT use). AIIMS BHUBANESWAR name on the middle of the colour stripes only.	No.
9	LN0701	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name woven (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Two of the diagonally opposite corners out of four corners of the pillow shall be red colour shades at both sides in a triangular shape matching with the bed sheet colours. The name - AIIMS BHUBANESWAR to be woven on the shading portions in side the triangular shape . Colour - White background with two Red colour coded corners.	No.

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S.No.	Code No.	Item Description with Specification.	Unit of Measurement
10	LN0702	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name woven (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Two of the diagonally opposite corners out of four corners of the pillow shall be black colour shades at both sides in a triangular shape matching with the bed sheet colours. The name - AIIMS BHUBANESWAR to be woven on the shading portions in side the triangular shape . Colour - White background with two black colour coded corners.	No.
11	LN0703	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name woven (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Two of the diagonally opposite corners out of four corners of the pillow shall be violet colour shades at both sides in a triangular shape matching with the bed sheet colours. The name - AIIMS BHUBANESWAR to be woven on the shading portions in side the triangular shape . Colour - White background with two violet colour coded corners.	No.
12	LN0704	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name woven (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Two of the diagonally opposite corners out of four corners of the pillow shall be yellow colour shades at both sides in a triangular shape matching with the bed sheet colours. The name - AIIMS BHUBANESWAR to be woven on the shading portions in side the triangular shape . Colour - White background with two yellow colour coded corners.	No.
13	LN0705	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name woven (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Two of the diagonally opposite corners out of four corners of the pillow shall be green colour shades at both sides in a triangular shape matching with the bed sheet colours. The name - AIIMS BHUBANESWAR to be woven on the shading portions in side the triangular shape . Colour - White background with two green colour coded corners.	No.
14	LN0706	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name woven (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Two of the diagonally opposite corners out of four corners of the pillow shall be blue colour shades at both sides in a triangular shape matching with the bed sheet colours. The name - AIIMS BHUBANESWAR to be woven on the shading portions in side the triangular shape . Colour - White background with two blue colour coded corners.	No.
15	LN0707	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name woven (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Two of the diagonally opposite corners out of four corners of the pillow shall be pink colour shades at both sides in a triangular shape matching with the bed sheet colours. The name - AIIMS BHUBANESWAR to be woven on the shading portions in side the triangular shape . Colour - White background with two pink colour coded corners.	No.
16	LN0708	Item-Stitched Pillow cover Specification-Stitched pillow cover of poplin of size 55cm x 80 cm with hospital name printed (AIIMS BHUBANESWAR) diagonally placed opposite colour coded corners. Colour - White background with two Brown colour coded corners. (OT use)	No.
17	LN0901	Item-Baby Frocks (New Born) Specification-Stitched baby frock made up of skin friendly soft and smooth material of 100% bleached cotton(poplin). Frock should be front open type without any buttons and sleeves. Two sides can be tied with ties (six strings may be present). Size-28cm length, 25cm chest Colour- Pink & Blue	No.
18	LN0902	Item-Baby Frocks (New Born) Specification-Stitched baby frock made up of skin friendly soft and smooth material of 100% bleached cotton(poplin). Frock should be front open type without any buttons and sleeves. Two sides can be tied with ties (six strings may be present). Size-32cm length, 28cm chest Colour- Pink & Blue	No.

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S.No.	Code No.	Item Description with Specification.	Unit of Measurement
19	LN1001	Item-Baby Sheet Specification-Square shaped stitched good quality cotton sheet 100% bleached poplin cloth for NICU use. size 85cm x 85cm Colour-Pink & Orange	No.
20	LN1101	Item- OT Towel Specification-Square shaped stitched good quality cotton sheet 100% bleached poplin cloth for NICU use. size 120cm x 120cm Colour- White	No.
21	LN1201	Item-Baby Hats / Caps Specification-Stitched cotton baby cap with two strings to tied under lower jaw near throat of the baby. Size of cap to be stitched at the border line for easy identification. The required sizes as mentioned below and similar to the type of caps presently used in NICU. *Sizes : 16cm dia, 18cm dia, 22cm dia, 25cm dia, 32cm dia & 35cm dia Colour-Blue & Pink *Quoted price should be for all sizes and Bidder has to supply different sizes as per PO.	No.
22	LN1301	Item-Kangaroo Mother Care (KMC) Jacket Specification-A bag like attire with two laces with hooks at both top and bottom ends for neck and back ties. Little strong cotton materials can be used to make more durable. Usually a baby holder for NICU use. Size : 24cm x14cm Colour-Green.	No.
23	LN1401	Item-Surgeons Operation Gown Specification-Stitched OT gown of 100% bleached cotton (poplin),full sleeved, wrap around, elastic wrist cuff and strings with Double Breasted with straps for wrapping all around the waist. Colour: Dark Green Size-Large - XL - Length 135 cm Width 140 cm for one complete round plus 60 cm for overlapping wrap around for another half round. Sleeve 60 cm including cuff 5 cm.	No.
24	LN1402	Item-Surgeons Operation Gown Specification-Stitched OT gown of 100% bleached cotton (poplin),full sleeved, wrap around, elastic wrist cuff and strings with Double Breasted with straps for wrapping all around the waist. Colour: Dark Green Size Extra Large XXL - Length 141 cm Width 146 cm for one complete round plus 66 cm for overlapping wrap around for another half round. Sleeve 66 cm including cuff 5 cm.	No.
25	LN1601	Item-Towel Specification: (100% Turkish Cotton) Size-Large towel 174 cm x 83 cm Colour-White	No.
26	LN1602	Item-Towel Specification: (100% Cotton Plain Sheet) Size-Cathlab towel medium 64 cm x 38 cm Colour-White	No.
27	LN1603	Item-Towel Specification: (100% Turkish Cotton) Size-Hand Towel 18" x 12" Colour-White	No.

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S.No.	Code No.	Item Description with Specification.	Unit of Measure ment
28	LN1604	Item-Towel Specification: (100% Cotton Plain Sheet) Size- OT towel small 28"x 28" Colour- White	No.
29	LN1605	Item-Towel Specification: (100% Cotton Plain Sheet) Size- OT towel medium 39"x36" Colour- White	No.
30	LN1606	Item-Towel Specification: (100% Cotton Plain Sheet) Size- OT towel large 57"x36" Colour- White	No.
31	LN1607	Item-Towel Specification : (100% Cotton plain Sheet) Size- OT towel small 12"x 12" Colour- White	No.
32	LN1701	Item- Instrument wrapper (double layer) sheet of 100% bleached cotton poplin Size- Small 27"x 27" Colour- Green	No.
33	LN1702	Item- Instrument wrapper (double layer) sheet of 100% bleached cotton poplin Size- Medium 43"x 40" Colour- Green	No.
34	LN1703	Item- Instrument wrapper (double layer) sheet of 100% bleached cotton poplin Size- Large 45"x 54" Colour- Green	No.
35	LN1801	Item- Stitched legging bag Specification-Stitched legging bag of bleached casement cloth per piece size should be :75cm - 110cm in length, top width 45cm - 85cm & bottom width 30 cm – 45 cm for surgery and burn patients Colour- Green .	No.
36	LN1901	OT Drapes small Size- 28"x 28" Colour: Green	No.
37	LN1902	OT Drapes medium Size: 39"x 36" Colour: Green	No.
38	LN1903	OT Drapes medium Size: 24"x 36" Colour: Green	No.
39	LN1904	OT Drapes large Size: 57"x 36" Green Colour: Green	No.

e-Tender Ref.: STORE-100/6/2024-STPUR SEC/04

S.No.	Code No.	Item Description with Specification.	Unit of Measure ment
40	LN1905	OT Drapes Extra Large Size: 75"x 45" Green Colour: Green	No.
41	LN2001	Central Hole Sheet Drape sheet (Abdominal Surgery) with autoclavable water proof center Size : 48"x76" eye size 11"x8" Colour : Green	No.
42	LN2002	Central Hole Sheet Drape sheet (Abdominal Surgery) with autoclavable waterproof center Size: 57"x 80" eye size 11"x8" Colour: Green	No.
43	LN2003	Baby Hole Sheet Drape sheet small for PICU use. Size : 24"x36" with hole size 6.5 inches diameter at the centre. Colour: Green	No.
44	LN2101	Perineal/gynae sheet (without water proof center) Size: 57"x 39" Colour: Green	No.
45	LN2102	Perineal/gynae sheet (with one side linen with autoclavable water proof center on other side) Size: 57"x 39" Colour: Green	No.
46	LN2201	Eye sheet Size: 100cm x 75cm (for Eye surgery) Incise area : 7cm x 9 cm , Hole in Drape: 6cm x 5 cm Colour: Green	No.
47	LN2301	Spinal sheet Size: 36"x36" with eye size 6"x4" Colour: Green	No.
48	LN2401	Split sheet Large: 57"x36" split length 10" Colour: Green	No.
49	LN2402	Split sheet Medium: 36"x36" split length 8" Colour: Green	No.
50	LN2403	Split sheet Small: 28"x28" split length 6" Colour: Green	No.
51	LN2501	Legging cum perineal sheet Size: 180 cm x 120 cm Colour: Green	No.

e-Tender Ref.: STORE-100/6/2024-STPUR SEC/04

S.No.	Code No.	Item Description with Specification.	Unit of Measurement
52	LN2601	Laparoscopy sheet XL with legging, Size: 225 cm x 160 cm , Colour: Green	No.
53	LN2701	Stitched bag for the laparoscopy instruments , Size: 18"x24" , Colour: Green	No.
54	LN2801	Napkin for bed cleaning , Material :100% bleached cotton poplin Size: 18"x15" Colour : Blue	No.
55	LN3101	Instrument trolley cover (100% bleached cotton poplin) with half waterproof sheet, Size: 120"x 96" , Colour: Green	No.
56	LN3102	Instrument trolley cover (100% bleached cotton poplin) with half waterproof sheet, Size:88" x 48" , Colour: Green	No.
57	LN3103	Instrument Trolley Cover , Material:100% bleached cotton poplin Instrument Trolley Cover for use of sterile Procedures, Size: 218cm x 120cm , Colour: Green	No.
58	LN3201	Phototherapy Machine Cover , Material:100% bleached cotton poplin Instrument Cover Small size: 16" x 10.5" x 3.5" , Colour: Green	No.
59	LN3202	Phototherapy Machine Cover , Material:100% bleached cotton poplin Instrument Cover Large size : 22" x 12" x 3.5" , Colour: Green	No.
60	LN3301	Single Hole Sheet (for Cath Lab use IJV / Pericardiocentesis) Material:100% bleached cotton poplin Size: 280cm x 160 cm with central hole of Diameter 20cm . Colour: Green	No.
61	LN3401	Double Hole Femoral Drape Sheet (for Cath Lab use) Material:100% bleached cotton poplin sheet with double hole of size 18cm diametre at both sides having middle gap 16cm between two holes of the sheet and 90cm away from the head side leaving equal distance from both lateral edges. Size: 240cm x 160 cm with central hole of Diameter 20cm . Colour: Green	No.
62	LN3501	C-ARM eye cover , Material:100% bleached cotton poplin C-ARM eye cover with purse string tie, Cath Lab Use for pacemaker, Size: 110cm x 110cm , Colour: Green	No.
63	LN3601	Plain Sheets for Cath lab , Material:100% bleached cotton poplin Plain Sheets cath lab for sterile Covering for tables, Size: 240 x 160cm , Colour: Green	No.

Section-VI

GENERAL CONDITIONS OF CONTRACT

- 6.1 Validity of Tender:** The validity of the Bid Tender Document shall be for **180 (One hundred and eighty) days from date of opening.**
- 6.2** The supply of **Hospital Linen-Khadi items** should be of required quality/ standard as per specification, having useful life as specified in this tender and supply should be made in good condition to the Central stores, AIIMS, BBSR by the bidder at their own cost i.e., F.O.R.at AIIMS Bhubaneswar. Any spurious/ to be expired/ sub-standard item has to be replaced by the bidder without any fail at their own cost.
- The supplier further warrants that the items/Stores supplied under the contract shall have no defect arising from design, materials (except when the design adopted and/ or the material used are as per the AIIMS, Bhubaneswar specifications) or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied items under the conditions prevailing in India. If the supplier, having been notified, fails to respond to take action to replace the sub-standard items within 3 (three) days on a 24 x 7 x 365 basis, the purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the purchaser may have against the supplier. Replacement and repair will be undertaken for the defective goods at no extra cost. Bidders are required to quote strictly as per specifications of the items.
- 6.3** The item supplied to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications and particulars contained/ mentioned in the clauses hereof. The purchaser will be entitled to reject the said items or such portion thereof as may be discovered not to conform to the said description and quality
- 6.4 Fall Clause:** If at any time during the execution of the Purchase Order/Contract, the price of the subject item is reduced or brought down by any law or Act of the Central or state Govt. OR the Manufacturers reduces the sale price or sells or offers to sell such stores, as are covered under the contract, to any person/organization including the purchaser or any department of Central Government or any department of AIIMS Bhubaneswar/PSUs at a price lower than the price chargeable under the PO/contract during the currency of Contract, he shall forthwith notify AIIMS, Bhubaneswar, The necessary difference amount about such

reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced and deposited to AIIMS Bhubaneswar by the Bidder or AIIMS Bhubaneswar will deduct from the pending bills/Performance Security Deposit to recover the loss to the Government.

- 6.5 Purchase Order(s)** will be placed as per the requirement basis in which exact quantities required with the date of delivery shall be specified.
- 6.6 Delivery of supplies/Stores:** Delivery of stores shall be F.O.R to Central Store, AIIMS Bhubaneswar. The AIIMS Bhubaneswar is not liable for payments on account of Freight/Taxes/ allied expenditures, which are to be quoted inclusively by the suppliers.
- 6.6.1** The firm will be bound to supply the ordered items within 45 days of issuance of purchase order. Extension shall not be allowed in ordinary course, except in cases of any natural calamities, All India Transportation strike (with sufficient proof). Any other genuine case of request of extension may be considered/allowed (subject to approval from Competent Authority) provided that the request is received within due date.
- 6.6.2** The supplier shall supply the materials along with copy of Invoice, Purchase Order, Khadi Mark, Delivery Challan and other relevant documents at the Central Stores, AIIMS, Bhubaneswar. The quantity supplied shall be in terms of the Units mentioned in the Tender Document/ PO.
- 6.6.3** If the supplier fails to deliver the goods on or before the stipulated date, then Liquidated damage(LD) charges at the rate of 0.5%per week or part there of (Excluding the date of issue of purchase Order/acceptance letter and date of delivery) shall be levied subject to maximum of 10% of the total order value. Purchaser may also resort to termination of the Purchase Order & even contract at any time after expiry of the allowable period for supply of the materials. The competent authority of the institute may also cancel the supply. In such a case, bid security of the supplier shall stand forfeited.
- 6.6.4** Part/Partial supply will not be accepted. However, in special circumstances, part supply may be accepted as per the institutional requirement with prior written permission and total delivery is to be completed within stipulated delivery period. The Part billing is strictly prohibited.
- 6.6.5** It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the stores. No request for the change of price or time schedule of delivery of stores shall be

entertained, on account of any local conditions or factor once the offer is accepted by the Purchasers.

- 6.6.6** The goods should be adequately covered under transit insurance at the risk and cost of the bidder. In case the bidder on whom the purchase order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Bhubaneswar) may recover from the bidder the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by bidder. The amount will be recovered from any of his subsequent/pending bills or Security Deposit & black listing of the firm may be initiated depending upon the circumstances of the default/merit of the case.

6.7 Inspection of Supplies:

Inspection will be done by the duly constituted committee members nominated by Executive Director, AIIMS Bhubaneswar and or his authorized representatives in AIIMS Bhubaneswar premises at designated place

- 6.7.1** The quantity for supply will be as per the requirement of user departments and is subject to increase/decrease at the discretion of the competent authority of AIIMS, Bhubaneswar. The payment would be made for actual supply made as per purchase order.

- 6.8 Payments:** 100% payment shall be released after successful delivery of the ordered goods against the satisfactory inspection report/taking charge report by the User Dept. and only after the submission of the performance security duly confirmed by issuing bank, within to 30 to 45 days' subject to availability of funds.

- 6.8.1** Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be sub-standard, or not of the desired quality at any point of time of the contract period, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS Bhubaneswar.

- 6.8.2** The bills raised by the selected Bidder should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering eligible Manufacturers. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes

deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Bhubaneswar authorities.

- 6.9** The Bidder shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Bhubaneswar while submitting the tender or at subsequent stage. Upon selection of the Bidder, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled, legal action as deemed fit will be taken and performance security shall stand forfeited.
- 6.10** The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and the contract will be valid from the date it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
- 6.11** In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. Ground Rent at the rate of 1% of the cost of un-cleared/rejected material per week or part thereof, with maximum ceiling of 10% of value of the un-cleared/rejected material shall be applied from after 14 days of the issue of Rejection Notice. Ground rent shall be calculated from the day just next to the date of expiry of the period of removal of rejected items as mentioned on rejection intimation letter issued by the Store Section of AIIMS Bhubaneswar. If the rejected items are not lifted after lapse of 10 weeks and if it is found that the firm has not taken any action for lifting of rejected goods, then the goods may be confiscated and disposed of as per disposal procedure in vogue after sending a notice and giving 30 day's-time to the firm. When the firm fails to pay the applicable ground rent within the prescribed period, AIIMS Bhubaneswar is entitled to recover the ground rent due and all incidental expenses from EMD/PSD/Bill if any.
- 6.12** The AIIMS Bhubaneswar shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the Supplier Agency in the course of their performing the duties to this office in connection with purchase order/purchase order for supplying of Stores/Goods/Items at AIIMS Bhubaneswar.

- 6.13 Law governing the contract and Jurisdiction:** -The contract shall be governed under Indian Contract Act 1872 and instructions thereon from the government of India. The Court of Bhubaneswar shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
- 6.14 Performance Security Deposit:** - The successful bidder will be required to furnish a Performance Security Deposit equal to 3% of estimated yearly supply value of total number of items selected for award of Contract subject to minimum of Rs.1,00,000/- (Rupees One Lakh only) in favour of "AIIMS Bhubaneswar" by way of "Irrevocable Performance Bank Guarantee or Fixed Deposit Receipt or Demand Draft" (in favour of AIIMS, Bhubaneswar) from Nationalized/Commercial Bank which is refundable. The performance security shall remain valid for a period of 14 months from the date of contract agreement. Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.
- 6.15** Conditional Bids will be treated as unresponsive and therefore shall be rejected.
- 6.16** The Institute reserves the right to accept in part or in full or reject any or more Tender/offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever.
- 6.17** The Bidder shall be responsible for properly uploading the relevant documents in the e-Tender portal in the specific location and the Tender Inviting Authority shall not be held liable for errors or mistakes done while uploading the on-line Bid.
- 6.18 Force Majeure :** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restrictions, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof. Neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, BBSR may, opt to terminate the contract.

6.19 Debarment from bidding:

6.19.1 A bidder shall be debarred if he has been convicted of an offence-

- under the Prevention of Corruption Act, 1988 or
- the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

6.19.2 A bidder debarred under sub-section 6.19.1 or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment if it Misrepresents facts or submit fabricated / forged / tampered / altered / manipulated documents/ Withdraws bid after the opening of technical bid/ Fails to furnish performance security and agreement within 10 days of issuance of Letter of Award. Department of Commerce will maintain such list which will also be displayed on the website of Central Public Procurement Portal.

6.19.3 A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.

6.19.4 The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

6.20 Code of Integrity:

6.20.1 No official of the bidder shall act in contravention of the codes which includes prohibition of:

- a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- c) any collusion, bid rigging or anti-competitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
- d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

- e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g) obstruction of any investigation or auditing of a procurement process.
- h) making false declaration or providing false information for participation in a tender process or to secure a contract.
- i) disclosure of conflict of interest.
- j) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause with any entity in any country during the last three years or of being debarred by any other procuring entity.

6.20.2 The purchaser will reject a proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, Fraudulent, collusive or coercive practices in competing for the contract in question.

6.21 The Executive Director, AIIMS Bhubaneswar, Odisha, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons thereof and also to cancel the supply at any time without assigning any reason.

6.22 Disputes & Arbitration: -All disputes or differences arising during the execution of the contract shall be resolved by mutual discussion, failing which the matter will be referred to an Arbitrator who will be appointed by the Executive Director, AIIMS Bhubaneswar for Arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment, whose decision shall be binding on the contracting parties.

6.23 POWER TO IGNORE MINOR DEVIATIONS:

AIIMS Bhubaneswar reserves right to ignore any trivial nature of deviation(s) in tender documents as decided by the competent authority while processing the tender. The Institute may also seek any clarification/ documents to substantiate the claim of the bidder at the later stage if felt necessary. However, the bidder can't claim it as a matter of right and will be bound to comply the Terms & Conditions of the tender without citing the ground of trivial deviation/ seeking of the clarification/ documents in support of the cancellation of his/ her bid.

Section-VII

INSTRUCTION TO BIDDERS FOR ONLINE REGISTRATION AND SUBMISSION OF BIDS

General: Bidder to follow all necessary instructions/guidelines available in Home page of Central Public Procurement Portal to register and to participate in the Tender.

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002

0120-4001 005

0120-6277 787

EMail Support:

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical: **support-eproc(at)nic(dot)in**

Policy Related: **cphp-doe(at)nic(dot)in**

Section-VIII

CHECKLIST OF IMPORTANT DOCUMENTS

The Scanned copies of the following Mandatory documents to be uploaded on e-Tendering Portal in the following format:

S/N	Details / Particulars	Document required	Uploaded (Yes/No)	Page No
1	Details of Bidders as per Annexure-I	Mention in Letter Head		
2	GST Registration No.	Attested copy of GST Registration Certificate		
4	Undertaking for acceptance of all Terms & Conditions in original (Annex. -II).	Annexure -II typed on Letter Head.		
5	Undertaking as per (Annex. -III) on Letter head	Annexure -III typed on Letter Head.		
6	Valid registration certificate of KVIC along with Khadi Mark Certificate.	Attested copy of Certificate		
7	Turn Over Certificate as per Annexure-IV (certified by Chartered Accountant) for both Bidder and Manufacturer	Attested copy of Certificate		
8	Total list of Hospital Linen-Khadi Items for which the Bidder has quoted as per Annexure-V			
9	All relevant documents under Public Procurement (preference to MII) order 2017 including self-declaration on Class of supplier and Local contents.	Annexure-VIII-typed on Letter Head.		
10	Documents showing 03(Three) years' experience.	Attested copy of Certificate		
11	Details of EMD Rs. FDR/BG No. Date Valid up to			

Signature of the bidder with seal.

Place:

Date:

Section-IX
Financial Bid

S.No.	Code No.	Unit of Measurement	Offered Price per Unit in Rs.	GST %	GST amount in Rs.	Total including GST in Rs.
1	LN0501	No.				
2	LN0502	No.				
3	LN0503	No.				
4	LN0504	No.				
5	LN0505	No.				
6	LN0506	No.				
7	LN0507	No.				
8	LN0508	No.				
9	LN0701	No.				
10	LN0702	No.				
11	LN0703	No.				
12	LN0704	No.				
13	LN0705	No.				
14	LN0706	No.				
15	LN0707	No.				
16	LN0708	No.				
17	LN0901	No.				
18	LN0902	No.				
19	LN1001	No.				
20	LN1101	No.				
21	LN1201	No.				
22	LN1301	No.				
23	LN1401	No.				
24	LN1402	No.				
25	LN1601	No.				
26	LN1602	No.				
27	LN1603	No.				
28	LN1604	No.				
29	LN1605	No.				
30	LN1606	No.				

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S.No.	Code No.	Unit of Measurement	Offered Price per Unit in Rs.	GST %	GST amount in Rs.	Total including GST in Rs.
31	LN1607	No.				
32	LN1701	No.				
33	LN1702	No.				
34	LN1703	No.				
35	LN1801	No.				
36	LN1901	No.				
37	LN1902	No.				
38	LN1903	No.				
39	LN1904	No.				
40	LN1905	No.				
41	LN2001	No.				
42	LN2002	No.				
43	LN2003	No.				
44	LN2101	No.				
45	LN2102	No.				
46	LN2201	No.				
47	LN2301	No.				
48	LN2401	No.				
49	LN2402	No.				
50	LN2403	No.				
51	LN2501	No.				
52	LN2601	No.				
53	LN2701	No.				
54	LN2801	No.				
55	LN3101	No.				
56	LN3102	No.				
57	LN3103	No.				
58	LN3201	No.				
59	LN3202	No.				
60	LN3301	No.				
61	LN3401	No.				
62	LN3501	No.				
63	LN3601	No.				

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Note:

The price in the Financial Bid to be quoted in unit price as per specification/size. The price to be quoted is inclusive of packing & forwarding, transit insurance, loading & unloading, labour charges and all other incidental charges up to delivery at Central Store, AIIMS Bhubaneswar. GST if applicable will be charged extra showing rate percentage separately against each item.

Certificate:

1. I/We have gone through the Terms & Conditions as stipulated in the Tender enquiry document and confirm to accept and abide by the same.
2. No other charges would be payable by the Institute
3. That I/We shall supply the items of requisite quality and quantity as per PO placed.
4. That I/We undertake that the information given in this tender are true and correct in all respects

Signature of the bidder with seal.

Place:

Date:

Section-XANNEXURE-I

(To be typed on bidder's Letter head in Technical Bid)

Details of Bidder

GENERAL INFORMATION ABOUT THE BIDDER				
	Name of the Bidder			
	GeM Seller ID			
	Registered address of the Firm			
	State		District	
	Telephone No.		E-mail ID	
	Website			
Two Contact Persons Details				
	Name		Designation	
	Telephone No.		Mobile No.	
	Name		Designation	
	Telephone No.		Mobile No.	
Communication address				
	Address			
	State		District	
	Telephone No.		Email	
	Website			
Details of Authorized Distributor if any				
	Name		Designation	
	Telephone No.		Mobile No.	
	If/whether authorization is only for supply			
	If/whether authorization is for collecting PO, supply and raising Bills on behalf of Bidder			
Type of the Firm (please tick ✓)				
	Private Ltd.		Public Ltd.	
	Partnership		Society	
	Registration No. & Date of Reg			
Nature of Business				
	Manufacturer			
	Direct Importer			
Name designation and address of the person(s) responsible to the Company as per Sec.34 of D & C Act 1940				
	Name		Designation	

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Whether the Owner/Proprietor/Chairman/CEO/Director/Managing Partner has been convicted of an offence for supplying NSQ/ Spurious/Adulterated/Misbranded items by any competent court of law within the last 3 years from the date of floating of the tender.	Yes/No
Other relevant Information to be furnished in a separate sheet:- If the bidder is blacklisted/banned/de-recognized for supplying drugs/items within the last 3 years from the date of floating of the tender by authorities.	
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD /Payment for supply if any (if selected) a. Name of the Bank : b. Full address of the Branch concerned : c. Account no. of the bidder : d. IFS Code of the Bank :	

Signature and seal of the Firm/organization

Place:

Date:

Name of the E-Tender: Tender for supply of Hospital Linen (Khadi) items to AIIMS, Bhubaneswar on one-year Rate Contract basis.

UNDERTAKING FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

(To be typed on Company Letter head)

To,

The Executive Director,

AIIMS, Bhubaneswar,

Sir/Madam,

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR, SIJUA, PATRAPADA, BHUBANESWAR-751019 to supply the approved awarded items in the approved prices to AIIMS Bhubaneswar.
3. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Executive Director, AIIMS Bhubaneswar, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me/us.
4. I/we undertake to submit samples for verification of the Items, if required. Failure to submit samples on the given date may lead to cancellation of the bid. Cost of such demonstration shall be borne by me/us.
5. Performance security of 3% of annual contract vale subject to an amount as decided shall be deposited by me/us in the form of DD/FDR/ Irrevocable Bank Guarantee in favour of All India Institute of Medical Sciences, Bhubaneswar on award of the contract from a Nationalised/Commercial Bank and shall remain in the custody of the Executive Director, AIIMS Bhubaneswar till the validity of the Contract period plus two months (i.e. for 14 months, extendable if required).
6. If it is deemed necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
7. I/We hereby undertake to supply the items during the validity of tender as per directions given in purchase order within stipulated period positively.
8. If I/We fail to execute the contract after receipt of NOA within stipulated time or fail to supply the stores in stipulated period, the AIIMS Bhubaneswar has full power to compound or forfeit the Bid Security/ Performance Security deposit.
9. I/We declare that no legal/financial irregularities are pending against the proprietor Partner of the tendering firm or manufacturer.
10. I/we undertake to supply the ordered items within stipulated period and if fail to supply during

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the stipulated period the necessary action can be taken by the Executive Director, AIIMS Bhubaneswar, India.

11. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
12. I/We undertake that the items supplied are as per Make /Catalogue/technical literature description.
13. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the items at the prices and rates not exceeding those mentioned in the Financial Bid.
14. I/We undertake that our firm is registered in GeM. However, as the category of product is not available in GeM due to which we are unable to participate in it. We will on board our products as and when the items are listed on GeM.
15. We comply with the Government of India order No. F.No.6/18/2019-PPD dtd.23/07/2020 issued by Public Procurement Division, Department of Expenditure and if this declaration is found to be false then, this would be a ground for immediate termination and further legal action in accordance with the law.
16. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Executive Director, All India Institute of Medical Sciences, Bhubaneswar (India) will have full authority to take appropriate action as he/she may deem fit.

Signature and seal of the Manufacturer/Bidder

Name of the E-Tender: Tender for supply of Hospital Linen (Khadi) to AIIMS, Bhubaneswar on one-year Rate Contract basis.

UNDERTAKING

(To be typed on Company Letter head)

I..... S/o, D/o, W/o.....
Resident of.....
.....
do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director/authorized signatory of M/s.....
2. No police case and/or case by CBI/FEMA/Income Tax/Sales Tax authorities are pending against the Proprietor/Partner/Director of the firm/company (Agency) and also against the firm/company.
(Indicate any convictions if any against the above persons or Firm/Company).
3. The firm/company has not been declared insolvent, bankrupt, not in receivership, or being wound up, not have its affairs administered by a court or a judicial officer.
4. To our best of knowledge and belief, none of the Proprietor/Partner/Director of the firm/company is the near relations of executives of Procuring Entity involved in this Tender Process.
5. The Proprietor/Partner/Director of the firm/company (Agency) and also the firm/company has never been blacklisted/ debarred from any contract by any Government authority/organization.
6. I/We have not quoted the price higher than previously supplied to any Government Institute/Organisation/ PSU/reputed Private Organization or rate of Rate contract with Govt. procurement Agency in recent past.
7. We certify that we have no conflict of Interest with any Bidder and the prices quoted against the Tender are competitive and without adopting any unfair/unethical means including cartelization.

Name & Signature
Seal of the participating Bidder Company
Affirmation/Verification

Notary Public

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Annexure-IV

Name of the E-Tender: Tender for supply of Hospital Linen (Khadi) items to AIIMS,
Bhubaneswar on one-year Rate Contract basis.

ANNUAL TURN OVER STATEMENT

(In the letterhead of the Chartered Accountant)

The Annual Turnover for the last three financial years of
M/S_____ who is a manufacturer/bidder for Hospital Linen as per
audited Financial Statements are given below and certified that the statement is true and
correct to the best of our knowledge and belief.

Sl.N	Financial Year	Turnover in Crores (Rs) both in figures & words
1	2021-2022	
2	2022-2023	
3	2023-2024	

Date:

Place:

Signature of Auditor/Chartered Account:

(Name in Capital):

Seal with membership No:

N.B: This turnover statement should also be supported by copies of audited annual
statement of the last three financial years/Annual Report and the turnover figures
mentioned above should be highlighted there.

Signature and seal of the Firm/organization.....

Place:

Date:

***Name of the E-Tender: Tender for supply of Hospital Linen (Khadi) items to AIIMS,
Bhubaneswar on one-year Rate Contract basis.***

(To be submitted with Technical Bid)

***Pro-forma for submission of total list of Hospital Linen-Khadi Items for which the Bidder
has quoted***

Name of the Bidder :

Address :

Sl.No.	Item Code	Name of the Item	Technical specification

**I/we declare that there is no deviation from the desired Tender specification and in
any case of deviation arising during the course of Contract would attract penalty
and action as deemed by AIIMS, Bhubaneswar.**

Signature and seal of the Firm/organization.....

Place:

Date:

Annexure-VI

**Name of the E-Tender: Tender for supply of Hospital Linen (Khadi) items to AIIMS,
Bhubaneswar on one-year Rate Contract basis.**

Tender No.....

Model Bank Guarantee Format for Bid Security (EMD)

(To be executed on Non-Judicial Stamp paper of Rs.)

Guarantee No.....

Amount of Guarantee Rs.....

Guarantee cover from Dated : To Dated:

Last Date for Lodgement of claim:

Whereas M/s (herein after called the "Bidder") has submitted their offer/ bid for the supply of Hospital Linen (herein after called the "tender") against the purchaser's tender enquiry No.....

KNOW ALL MEN by these presents that we.....(Bank), a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Registered Office/ Head Office at are bound unto All India Institute of Medical Sciences, Bhubaneswar alias AIIMS Bhubaneswar (herein after called the "Purchaser") in the sum of Rs.3,30,000/- (Rupees Four Lakh Thirty Thousand only) for which payment will and truly to be made to the said purchaser.

THE CONDITION OF THIS OBLIGATION ARE:

1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the Bidder having been notified of the acceptance of his tender by the purchaser during the period of its validity: -
 - a) If the Bidder fails to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of two conditions, specifying the occurred condition or conditions.

This guarantee shall be valid until the ____/____/ 2025.

We the(Bank).....(Branch) undertake not to revoke the guarantee during its currency except with the previous consent of the ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR in writing.

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We the(Bank).....(Branch). further agree that a mere demand by ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR, is sufficient for us..... Branch at Bhubaneswar to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us..... Branch to decline payment to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR.

(Signature of the authorized officer of the Bank)

Name and designation of the officer with seal

Common Seal of the Bank is affixed this.....day of.....20.....

Seal with name & address of the Banks and address of the Branch

**Name of the E-Tender: Tender for supply of Hospital Linen (Khadi) items to AIIMS,
Bhubaneswar on one-year Rate Contract basis.**

Tender No.....

Form of Performance Guarantee / Bank Guarantee bond

In consideration of the Executive Director of All India Institute of Medical Sciences Bhubaneswar (hereinafter called "AIIMS Bhubaneswar") having offered to accept the terms and conditions of the proposed agreement between AIIMS Bhubaneswar and (hereinafter called "the said Vendor(s)") for the supply of (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a bid security/performance guarantee from the vendor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement with reference to tender No.....

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the AIIMS Bhubaneswar an amount not exceeding Rs. (Rupees..... Only) on demand by the AIIMS Bhubaneswar.
2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the AIIMS Bhubaneswar stating that the amount claimed as required to meet the recoveries due or likely to be due from the said vendor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees only)
3. We, the said bank further undertake to pay the AIIMS Bhubaneswar any money so demanded notwithstanding any dispute or disputes raised by the vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the vendor(s) shall have no claim against us for making such payment.
4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the AIIMS Bhubaneswar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Executive Director AIIMS Bhubaneswar on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Vendor(s) and accordingly discharges this guarantee.
5. We, (indicate the name of the Bank) further agree with the AIIMS Bhubaneswar that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Vendor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said vendor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Vendor(s) or for any forbearance, act of omission on the part of the AIIMS Bhubaneswar

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or any indulgence by the AIIMS Bhubaneswar to the said Vendor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor(s).
7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the AIIMS Bhubaneswar in writing.
8. This guarantee shall be valid up tounless extended on demand by the AIIMS Bhubaneswar. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor.....(indicate the name of the Bank)

(Name, designation and code No. of the Bank Officer(s) signing the guarantee)

(Address & other details of the Controlling Officer of the branch of the bank issuing the BG)

Format for Self-Certification under Preference to “MAKE IN NDIA” Policy

CERTIFICATE

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017 and No.: P- 45021/2/2017-PP(BE-II) dt. 16.09.2020 as amended from time to time along with clarifications/amendments and other references as issued from time to time, we hereby certify that we

M/s____(supplier name) are supplier meeting the requirement of Minimum Local content of 100% as per Notification No.-D-42011/4/2018-Genl. dtd.01/02/20219 from Ministry of Textiles.

As defined in above orders/circulars/clarifications/amendments for the material against GeM Bid/Tender No. _____

Details of Location (Complete Address) at which local value addition will be made is as follows:

We have also read the Notification No.-D-42011/4/2018-Genl. dtd.01/02/20219 from Ministry of Textiles and followed the procedure for calculating Local Content as laid down by the Nodal Ministry.

County of origin of offered Product(s): _____

We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rule for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Seal and Signature of Authorized Signatory